FREEDOM OF INFORMATION (FOI) MANUAL

[Formulated under Executive Order No. 2, Series of 2016]
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I. OVERVIEW

A. Background and Purpose

Executive Order (EO) No. 2, otherwise known as the Freedom of Information (FOI) EO, was signed by President Rodrigo Roa Duterte on July 23, 2016. The FOI EO aims at operationalizing the Constitutional provisions on full public disclosure of all State transactions involving public interests (Section 28, Article II) and the right of the people to information on matters of public concern (Section 7, Article III). EO No. 2 took effect immediately after its publication on July 27, 2016 in the Manila Bulletin. (Annex A).

Considering the role of free and open exchange of information in a democracy in enhancing transparency and accountability in official government acts and the fundamental human right of privacy, the Cebu Technological University hereby adopts this CTU Freedom of Information (FOI) Manual.

The purpose of this Manual is to guide and assist the stakeholders in the processes and procedure involved in requesting for information pursuant to EO No. 2. It likewise sets out the rules, procedure and guidelines to be followed by the officials and employees of the offices within the University for requests for access to information.

B. OBJECTIVES

In line with the provisions set forth in EO No. 2, this Manual aims to provide the process by which CTU shall deal with requests for information to achieve the following objectives:

1. facilitate access to information that is in the custody of CTU through the most efficient and expeditious manner in line with the procedure outlined in this manual;
2. promote transparency in the exercise of CTU’s mandate and functions; and
3. uphold the fundamental right of the public to free flow of information.

C. Coverage

This FOI Manual shall cover all requests for information directed, filed or submitted to offices of the University, which include the following:

1. Office of the University President,
2. Office of the BOR Secretary,
3. Office of the Vice President for Academic Affairs,
4. Office of the Vice President for Administration and Finance,
5. Office of the Vice President for Research and Development,
6. Office of the Vice President for Production, Extension, Business Affairs,
7. Campus Director’s Office,
8. Chief Administrative Office,
9. Civil Security Office,
10. Planning Office,
11. Records Office,
12. Finance Office,
13. BAC/Supply Office,
14. Office of the University Registrar,
15. Office of Student Affairs,
16. Planning Office,
17. Information, Communications and Public Affairs Office,
18. ASEAN Integration and Internationalization Office,
19. Publication Office,
20. Sports Office,
21. Cultural Office,
22. Scholarships Office,
23. Human Resource Management Office,
24. University Health Services,
25. Public Assistance and Complaint Office, and

D. Protection of Privacy

While providing access to information, the University shall afford full protection to a person’s right to privacy as mandated by law, as follows:

1. It shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;

2. It shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure; and

3. Any official or employee who has access, whether authorized or unauthorized, to personal information in the custody of the concerned offices within the University, shall not disclose that information except as authorized by existing laws.

II. DEFINITION OF TERMS

For the purpose of this FOI Manual, the following are operationally defined:

A. Information shall mean any record, document, paper, report, letter, contract, minutes and transcripts of official meeting, map, book, photograph, data, research material, film, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of CTU pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business.

2. CTU refers to Cebu Technological University.

B. Official Records shall refer to information produced or received by an officer or employee of CTU in an official capacity or pursuant to a public function or duty.

3. Public Records shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

4. Information for Disclosure shall refer to any information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the University. In line with the concept of proactive disclosure and open data, these types of information can already be posted in the university’s websites without need for written requests from the public.

5. Personal Information shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
6. **FOI Request** is a written request submitted to the University Information, Communications and Public Affairs personally or by email asking for information on any topic. A FOI request can generally be made by any Filipino.

7. **Freedom of Information or FOI** pertains to the right of the people to information on matters of public concern, subject to the limitations established by law.

8. **Information** means records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

9. **Official Record/s** refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

10. **Fully Compliant FOI Request** refers to an FOI request which fully complies with the formalities set forth by this FOI Manual.

11. **Personal Information** refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

12. **Public Records** include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

13. **Sensitive Personal Information**, as defined in the Republic Act No. 10173 (Data Privacy Act of 2012), refers to personal information:

   1. about an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
   2. about an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
   3. issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
   4. specifically established by executive order or an act of Congress to be kept classified.

### III. PROMOTION OF OPENNESS IN GOVERNMENT

1. **Access to Information**: CTU recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in E.O. No. 2.

2. **Exceptions**: CTU is committed to disclosing to the public any and all information involving public interest under its custody, subject to the
limitations as provided for under the Constitution and applicable Philippine laws, rules, regulations and procedures, the master list of exceptions identified by the CTU (ANNEX C).

3. **Protection of Privacy:** While providing for access to information, CTU shall observe the provisions of the Data Privacy Act of 2012.

**IV. STANDARD PROCEDURE FOR FILING A REQUEST FOR INFORMATION**

1. Where and How to File a Request for Information (RFI)

*(Meet frontline services personnel)*

1.1. A request for information (RFI) addressed to the ICPA can be filed at any of the following receiving points:

1.1.1. PACO receives the RFI and sends it to ICPA, where information is routed to the appropriate office for immediate action.

1.2. The Requesting Party (RP) shall accomplish in full the standard request form for FOI requests [Annex B] which is available online, at the Records Office or at the Office of the President. RFI made over social media/telephone/cellphone or submitted directly to CTU employees shall not be entertained.

1.3. A Requesting Party (RP) who is unable to comply with the requirement of a written request because of illiteracy or due to being a person with disability (PWD), may request assistance from the FOI receiving officer to reduce an oral request in writing. The requesting party will also have to provide proper identification and authorization.

1.4. The Request for Information (RFI) will be received by the FOI Receiving Officer (FRO) assigned in each of the abovementioned points.

2. **Processing of the RFIs**

2.1. Upon receipt of the RFI, the FRO shall evaluate the validity/completeness of the request.

2.2. If the RFI is deemed valid, the requesting party shall receive a printed acknowledgment receipt, indicating the unit where it will be forwarded. If the RFI comes through the foi.gov.ph portal and electronic mail (email), the requesting party will be sent an electronic acknowledgment or response.

2.3. The FRO shall forward the RFI to the unit concerned within the same day, except when the RFI is received after 3 p.m., in which case the FRO may forward it the following working day.

2.4. Upon receipt, the concerned unit shall process the request and prepare the necessary action document.

3. **Period to Respond**

3.1. The Office shall respond to the requesting party within fifteen (15) working days from the date of receipt of the complete request for information (RFI).
3.2. A working day is any day other than a Saturday, Sunday, or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the Civil Code shall be observed.

3.3. The period may be extended whenever the request requires extensive search of the records facilities of the college, examination of voluminous records, or in case of the occurrence of fortuitous events or other analogous cases. The college through the FOI Receiving officer shall inform the requesting party of the extension, setting forth the reasons for such extension.

4. Response on the Request:

4.1. Upon receipt of the request for information from the FRO, the concerned unit shall prepare the requested information and forward it to the FRO. The FRO shall forward the same to the CTU President for perusal and appropriate action.

4.1. Upon receipt of the requested information from the Office of the President, the FRO shall collate the information, notify the requesting party in writing, and direct the party to pay any applicable fees.

4.2. In case of denial, the FRO shall notify the requesting party in writing, clearly setting forth the ground for denial and the circumstances on which the denial is based. Denial of requested information shall be based on the following:

4.2.1. Requested information is already posted and available online. If the information being requested is already posted and publicly available on the CTU website (www.ctu.edu.ph), the RP will receive a notification informing him/her of the website link where the information is posted.

4.2.2. Requested information is among the exceptions to the FOI. If the information/document/record requested cannot be disclosed/provided because its non-disclosure is protected by the Constitution, Philippine laws or jurisprudence, or it is among the inventory of exceptions identified by CTU, the RP shall receive a notice of full denial of the RFI.

4.2.3. Requested information is identical or substantially similar to a previous request by the same requesting party. Any RFI that is identical or substantially similar to an earlier one from the same requesting party, and whose request has already been acted upon by the college shall no longer be entertained nor granted. In such a case, the RP shall be notified accordingly.

4.2.4. Requested Information is Not in the Custody of the concerned unit. If the concerned unit determines that the requested information refers to another government agency, the concerned unit shall notify the requesting party.

V. Remedies in Case of Denial

A party whose request for access to information has been denied may avail of the remedy set forth herein:

5.1. Administrative FOI Appeal to the FOI Appeals Authority. The requesting party may file an appeal of the adverse or unfavorable action of the FDM
with the FOI Appeals Authority. The appeal shall be filed within fifteen (15) days from the lapse of the period to respond to the request.

5.1 The appeal shall be decided by the FOI Appeals Authority within thirty (30) working days from receipt of the appeal. Failure to decide within the thirty (30)-day period shall be deemed a denial of the appeal.

5.2. The denial of the appeal by the FOI Appeals Authority shall be considered final, and the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

VI. FEES

C. **No Request Fee:** The Office shall not charge any fee for accepting requests for information.

D. **Reasonable Cost of Reproduction and Copying of the Information:** The College/office may charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction, copying, and digitization of the information required. The FRO shall immediately notify the requesting party.

E. **Exemption from Fees:** The College may exempt any requesting party from payment of fees, upon submission of a written request stating the valid reason.

VII. Administrative Liability.

7.1 **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be considered a violation of reasonable office rules and regulations and punishable as follows:

7.1.1 1st Offense – Reprimand
7.1.2 2nd Offense – Suspension for one (1) to thirty (30) days, and
7.1.3 3rd Offense – Dismissal from service.

7.2 **Procedure.** The provisions of the Revised Rules on Administrative Cases in the Civil Service issued by the Civil Service Commission shall be applicable in the disposition of administrative cases against employees and officials of the University.
OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE’S CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES TO FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFOR

WHEREAS, pursuant to Article 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

1. “Information” shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

2. “Official record/records” shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

c) “Public record/records” shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.
SECTION 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. Access to information. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order. The Office of the President shall thereafter, immediately circulate the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circulation as hereinabove stated.

SECTION 5. Availability of SALN. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section. The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows:

A. Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is
material or relevant to the subject-matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;

B. Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested, to vilification, harassment or any other wrongful acts.

C. Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this order or pursuant to existing laws, rules or regulation.

SECTION 8. People's Freedom to Information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People’s FOI Manual, which shall include among others the following provisions:

(a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;

(b) The person or office responsible for receiving requests for information;

(c) The procedure for the filing and processing of the request as specified in the succeeding section 8 of this Order.

(d) The standard forms for the submission of requests and for the proper acknowledgment of requests;

(e) The process for the disposition of requests;

(f) The procedure for the administrative appeal of any denial for access to information; and

(g) The schedule of applicable fees.

SECTION 9. Procedure. The following procedure shall govern the filing and processing of request for access to information:

(a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.

(2) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.

(3) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.

(4) The government office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the
decision of the agency or office concerned to grant or deny access to the information requested.

(5) The period to respond may be extended whenever the information requested requires extensive search of the government office’s records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

(6) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. Fees. Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. Identical or Substantially Similar Requests. The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office.

SECTION 12. Notice of Denial. If the government office decides to deny the request, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information.

a. Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in Section 7 (f) of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.

b. The appeal be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

C. Upon exhaustion of administrative appeal remedies, the requesting part may file the appropriate case in the proper courts in accordance with the Rules of Court.

SECTION 14. Keeping of Records. Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

SECTION 15. Administrative Liability. Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

SECTION 16. Implementing Details. All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.
SECTION 17. Separability Clause. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 18. Repealing Clause. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: Provided, that the provisions of
Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

**SECTION 19. Effectivity.** This Order shall take effect immediately upon publication in a newspaper of general circulation.

**DONE,** in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

(Sgd.) RODRIGO ROA DUTERTE
President of the Philippines

By the President:
(Sgd.) SALVADOR C. MEDIALDEA
Executive Secretary
I. INFORMATION OF REQUESTING PARTY

1. Title: (Mr/Mrs/Miss/Ms) Others

2. Name (Last Name, First Name, M.I.) :

3. Complete Address :

4. Contact Details: Landline :

   Mobile :

   E-mail :

5. Preferred Mode of Communication: Mobile E-mail Postal Address

6. Preferred Mode of Reply/Response: Pick-up E-mail Postal Address

7. Proof of Identification/Authorization Presented:

II. REQUESTED INFORMATION

8. Details on Information being Requested: (Please be specific as possible):

<table>
<thead>
<tr>
<th>Nature of Information (e.g., record, document, data, minutes, map, photograph)</th>
<th>Description</th>
<th>Date/ Period Covered</th>
<th>Form (Photocopy, Certified Photocopy, Certified True Copy)</th>
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9. Purpose of Request: (Please be specific as possible):

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false or misleading information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the Western Philippines University.
ANNEX C

Freedom of Information (FOI) List of Exceptions

CEBU TECHNOLOGICAL UNIVERSITY

1 Information on on-going evaluation or review of bids or proposals being undertaken by the Bids and Awards Committee and such other similar committees, as there is yet no official act, transaction or decision at this point.

2 Internal communications, memoranda, opinions, reviews, comments and other operational matters of confidential nature, including but not limited to:

   2.1 Internal emails of past and present employees, officers or directors;

   2.2 Internal files especially drafts and notes of public officers concerned (any unofficial or unacted upon documents should not be disclosed without prior approval);

   2.3 Legal opinions or comments rendered by the Legal Officer;

   2.4 Contract review including drafts and notes of public officers concerned;

   2.5 Records of pending internal investigations; and
2.6 Documents and/or information pertaining to matters under litigation, the purpose of which is to pre-judge a pending issue before a court or obstruct the administration of justice.
Resolution No. 52, s. 2018

"A Resolution Approving the Proposed Freedom of Information (FOI) Manual"

Whereas, R.A. No. 9744, otherwise known as the CTU Charter and R.A. No. 8282 also known as the "Higher Education Modernization Act of 1997", which jointly serve as the governing charters of the University, provide the CTU Board of Regents specific powers and duties in addition to the general powers of administration granted to the board of directors of a corporation under existing laws;

Whereas, the Administrative and Academic Councils jointly recommends approval on the Proposed Freedom of Information (FOI) Manual, subject to further refinement;

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the CTU Board of Regents, APPROVED, the Proposed Freedom of Information (FOI) Manual, subject to further refinement, subject to the compliance with all applicable government accounting and auditing rules and laws.

Approved:

HON. PERFECTO A. ALIBIN
CHED Commissioner
BOR Chair-Designate/Presiding Officer

HON. ROSEIN A. ANCHETA, JR.
SUC President IV/Vice-Chair

HON. RAUL V. DEL MAR
Chair-Designate, Committee on Higher and Technical Education
Member/Representative of:
HON. ANN K. HOFER

HON. EDILBERTO L. PARADA
Regional Director, DOST RO7
Member

HON. ERICO O. BUCOY
Chair-Designate, Senate Committee Education, Culture and Arts
Member/Representative of:
HON. FRANCIS JOSEPH "CHIZ" ESCUDERO

HON. EFREN B. CARREON
Regional Director, NEDA RO7
Member

HON. ADELINA P. DELA CRUZ
President, Federation of the CTU System Faculty Association, Member
Resolution No. 52, s. 2018


HON. FRITZ JOMEL B. CAPUTOLAN
President, Federation of Student Governments, Member

HON. VICTOR D. VILLAGANAS
President, Alumni Federation Association, Member

HON. HERMINIO P. NAVARRO
Private Sector Representative Member

HON. PHILIP N. TAN
Private Sector Representative Member

MIRA NONA M. FLORES
Secretary of the Board of Regents

ATTESTED TRUE AND CORRECT: